

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

**PART 1 -- ADMINISTRATION**

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws, regulations and in accordance with the provisions of this Plan, accordance with the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

**1.1 Lead Agency Information:**

Name of Lead Agency:	Department of Workforce Services
Address of Lead Agency:	140 East 300 South Salt Lake City, Utah 84111
Name and Title of the Lead Agency's Administrator:	Robert C. Gross, Executive Director
Phone & Fax Numbers:	801 526-9209      FAX 801 526-9675

**1.2 State Child Care (CCDF) Contact Information:**

Contact for State Child Care (CCDF):	Ann J. Stockham, Child Care Program Specialist
Address of State Child Care Contact:	140 East 300 South, Salt Lake City, Utah 84111
Phone & Fax Numbers:	801 526-9769      FAX 801 526-9789

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

- 1.3 The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 1999 through September 30, 2000. (§98.13(a))

-Federal Child Care & Development Fund: \$ 31,920,700.

-State Maintenance of Effort and Matching Funds: \$ 7,842,200.

- 1.4 The Lead Agency estimates that the following amount (or percentage) of the CCDF will be used to administer the program: \$ 4 1/2%. (§98.13(a))

- 1.5 Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5 – Activities & Services to Improve the Quality and Availability of Child Care?

( ) Yes. – GO to Section 1.8.

( X ) No, and the following describes how the Lead Agency maintains overall control when services activities are provided through other agencies. (658D(b)(1)(A), §98.11)

**State government agencies with responsibility for specific activities are listed in the description of the activity.**

**The lead agency will maintain responsibility of the Block Grant funding by requiring quarterly progress reports of all agencies receiving these funds. The quarterly reports will describe progress toward the goals set forth in the plan.**

- 1.6 For **child care services** funded under §98.50 (i.e., certificates, vouchers, grants/contracts for slots **based on individual eligibility**), does the Lead Agency itself:

Determine individual eligibility of non-TANF families? YES X NO     

If NO, identify the name and type of agency that determines eligibility of non-TANF families for child care:

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

Determine individual eligibility of TANF families? YES\_\_X\_\_ NO\_\_

If NO, identify the name and type of agency that determines eligibility of TANF families for child care:

Assist parents in locating child care? YES\_\_\_\_ NO\_X\_\_

If NO, identify the name and type of agency that assists parents:

**Parents are referred to the local CCR&R for assistance in locating child care in their community. Also, Parents may use Licensing lists provided by Department of Health, Bureau of Licensing.**

Make payments to providers? YES\_\_\_\_ NO\_X\_\_

If NO, identify the name and type of agency that makes payments:

**Department of Workforce Services pays parents**

1.7 Is any entity named in response to section 1.6 a non-governmental entity?

( ) No.

( x ) Yes, the following entities named in section 1.6 are non-governmental:

**The local CCR&R agencies are non-profit community service organizations who receive CCDF funds via contract to administer child care referral services.**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 1.8 - Use of Private Donated Funds**

1.8.1 Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53?

☒ No. GO TO 1.9.

☐ Yes, and the entity designated to receive private donated funds is:

Name of entity:

Address:

Contact:

1.8.2 Is the entity designated to receive private donated funds (named above) a non-governmental agency? (§98.11(a))

☐ Yes.

☐ No.

**Section 1.9 - Use of State Pre-Kindergarten (Pre-K) Expenditures**

1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

☒ No.

☐ Yes, and the State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement?

☒ No.

☐ Yes, and the following describes State efforts to ensure that pre-K programs meet the needs of working parents (§98.53(h)(2)):

1.9.3 Will the State use Pre-K expenditures to meet more than 10% of the:

- Maintenance of effort requirement, OR
- Matching fund requirement?

If "No" to both, CHECK HERE (☒).

If "Yes" to either, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)).

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**PART 2 -- DEVELOPING THE CHILD CARE PROGRAM**

Section 2.1 - Consultation:

Describe the consultations the Lead Agency held in developing this Plan. At a minimum, the description must state what representatives of local governments (including tribal organizations when such organizations exist within the boundaries of the State) were consulted. (658D(b)(2), §98.12(b), §98.14(b))

**Utah's plan was developed by a broad based community group representing various government agencies, child care advocacy representatives, child development representatives, child care providers, and community members. They include the following:**

- Utah State University Child Development**
- Utah Children Agency**
- Department of Education**
- Department of Economic Development**
- Office of Child Care**
- Department of Health, Bureau of Facility Licensing-Child Care Unit**
- University of Utah Family & Consumer Studies**
- Private Family Provider Association**
- Professional Provider Association**
- Dept. Of Human Services, Division of Children/Families**
- Utah Association of Child Care Resource and Referral Agencies**
- Brigham Young University Child Development**
- Community Action Program**
- Early Childhood Task force**
- School Age Task force**
- Resource and Referral Task force**

**Monthly meetings were held from February 99 through April 99, attended by a broad based community groups and interested parties. These meeting are the forum by which information is gathered to develop the state plan. The public hearing was held to solicit comments and suggestions on the goals and objectives set forth in this plan.**

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 2.2 - Coordination of Services:**

Describe the results of coordinating the delivery of CCDF-funded child care services with other Federal, State, tribal (if applicable), and local child care, early childhood development programs and the agencies specified at 45 CFR 98.14(a)(1)(A)-(D). (658D(b)(1)(D), §98.12, §98.14(a)(2))

**The lead agency, Department of Workforce Services, is responsible to administer self sufficiency initiatives and workforce development in Utah.**

**The lead agency coordinates childhood development efforts with other child development programs and child advocates on an ongoing basis. Coordination activities includes participation as a member of the Early Childhood Services Committee that reviews availability and coordinates services for children. The committee membership includes staff from Department of Health, Children with Special Health Care Needs, Child, Adolescent & School Health, Reproductive Health, Early Intervention Programs, State Office of Education for Preschool Programs, Mental Health, Family and Consumer Studies, Head Start other various state agencies invested in children's services and issues. Initiatives include a grant collaboration through Community & Family Health Services Division, Maternal and Child Health and other agencies concerned with health and safety issues related to child care.**

**The lead agency also coordinates services with Department of Health, Bureau of Facility Licensing-Child Care Unit, Board of Education - Children and Families, University of Utah. Weber State College, Brigham Young University, Utah State University, Salt Lake Community College and planning processes with the Early Childhood, Training, and Before and After School Task forces in the Office of Child Care. The lead agency will continue to work with Department of Health and Department of Education and other public and private agencies to promote quality environments for children through contracts and collaboration grants.**

**The lead agency maintains contact with the Navajo, Ute Tribe and the Paiute Tribe CCDF administrators to coordinate services and share information on rates, eligibility criteria and early childhood development programs in each area of the state**

Approval/Effective Date: \_\_\_\_\_

**STATE PLAN FOR Utah**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

respectively.

Efforts to coordinate Child Care and Development Funds (CCDF) will be a continuing process. Utah will continue coordination by publishing significant changes to the CCDF state plan and inviting public comment.

Approval/Effective Date: \_\_\_\_\_



STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 2.3 - Public Hearing Process:**

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. At a minimum, the description must include the date(s) of the hearing(s), how and when the public was notified Statewide of the hearing(s), and the hearing site(s). (658D(b)(1)(C), §98.14(c))

**Utah held five Public Hearings in the following locations and times:**

<b>June 10</b>	<b>Weber County Main Library Ogden, Utah</b>	<b>6:00 pm</b>
<b>June 14</b>	<b>Workforce Services Salt Lake City, Utah</b>	<b>6:00 pm</b>
<b>June 15</b>	<b>Carbon County Board of Education Price, Utah</b>	<b>6:00 pm</b>
<b>June 24</b>	<b>Provo City Library Provo, Utah</b>	<b>6:00 pm</b>
<b>June 28</b>	<b>St. George Library St. George, Utah</b>	<b>6:30 pm</b>

**Notice of hearing was posted statewide 30 days in advance via newspaper public notices. Public notice was published in the Salt Lake Tribune, Sun Advocate, Ogden Standard Examiner, Daily Herold (Provo), and St. George News Center. Written comments were accepted through June 30, 1999 when filed with the Department of Workforce Office.**

**Section 2.4 - Public-Private Partnerships:**

Describe the activities, including planned activities, to encourage public-private partnerships which promote private-sector involvement in meeting child care needs. (658D(b)(1), §98.14(a)&(b))

**Utah plans to continue using funds from the Block Grant to promote public-private partnerships as follows:**

- 1. Maintain the statewide resource and referral network. Maintain the core**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

services of the existing networks. Evaluate the current infrastructure and implement change where necessary in order to best serve community and statewide needs. Promote and develop employer interests in work/family benefits as they relate to child care. The Resource and Referral offers coordination of services to parents, providers, employers and communities.

2. Positions funded by the Block Grant will work in collaborative ways with business leaders, advocacy groups, church leaders, media representatives, government officials, ethnic communities and others.
3. The lead agency will continue to work with Department of Human Services, Department of Health, Department of Workforce Services-Office of Child Care and other state and local government agencies and private agencies and organizations to educate and support public and private partnerships. Members of the Office Child Care Advisory Committee represent other government agencies, education, large corporations, small business, child care providers, community child care advocates and others. Task forces are also part of the OCC: these bodies involve providers as well as parents, community, education and business representatives in a variety of projects designed to improve quality of child care statewide. The Office of Child Care program staff meet with business leaders and managers as well as other community and government leaders to offer technical assistance in setting up quality child care programs.

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

PART 3 -- CHILD CARE SERVICES OFFERED

**Section 3.1 - Description of Child Care Services:**

**REMINDER:** The Lead Agency must offer certificates for services funded under 45 CFR 98.50. Certificates must permit parents to choose from a variety of child care categories including center-based care, group home care, family child care and in-home care. (§98.30(f))

- 3.1.1 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?
- (X) No.
- ( ) Yes, and the following describes the types of child care services and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(5)&(6), §98.50(b), §98.16(g)(1)),

Utah runs a certificate program and reimbursement grants for child care expenses to eligible parents. Child Care providers must meet state licensing rules or, if not required to be licensed by state law, sign the License Exempt/Registration Health and Safety Certification before payment is sent to the parent. Private home providers that are not related to the child(ren) are required to obtain a residential certification. Providers and services include:

Center based child care providers must meet state licensing standards. Department of Health, Bureau of Facility Licensing-Child care unit administers and monitors these standards that include health and safety components.

Group child care providers may operate in the community to provide care for up to 16 children. These providers must complete application with the Bureau of Facility Licensing-Child Care Unit, provide references, submit finger prints for Bureau of Criminal Investigations (BCI) records check. The provider is required to attend limited training as part of the application process. This setting is monitored for health and safety component compliance.

Family child care providers may operate in the community to provide care for up to 8 children. These providers must also complete application with the Bureau of Facility Licensing-Child Care Unit, provide references, submit finger prints for BCI records check. The provider is required to attend limited training as part of the application process. This setting is monitored for health and safety component compliance.

Residentially Certified providers may operate in the community to provide care up to 8 children. These providers must complete application with the Bureau of Facility

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

Licensing-Child Care Unit, provide references, submit finger prints for BCI records check. The provider is required to attend First Aid and CPR training as part of the application process. This setting is monitored for health and safety component compliance.

Providers legally exempt from licensing law also operate in the community to provide care for not more than 4 children. These providers must contact the local administering agency and receive information on child care health and safety. Once they agree and sign the Health and Safety Certification, they are entered on an legally exempt provider register. This list is not used as a referral list but used to ensure health and safety compliance. Parents assume the major responsibility to monitor the health and safety of their children in this setting.

3.1.2 The Lead Agency must allow for in-home care, but may limit its use. Does the Lead Agency limit the use of in-home care in any way?

☒ No.

☐ Yes, and the limits and the reasons for those limits are (§98.30(e)(1)(iv)):

3.1.3 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))

☒ Yes

☐ No, and the following are the localities (political subdivisions) and the services that are not offered:

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 3.2 - Payment Rates for the Provision of Child Care :**

The statute (at 658E(c)(4)) requires the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care and these rates are provided as Attachment A. The attached payment rates are effective as of October 1, 2000

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum (§98.43(b)):

The date of the local market rate survey(s): September, 1998

How the payment rates are adequate to ensure equal access based on the results of the required local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey):

**Payment rates under CCDF block grant are based on rates established at the 70 percentile by local market survey. Surveys are completed every two years. Rates established at 65 to 75 percentile ensure parents equal access to comparable child care services provided to children whose parents do not receive child care subsidies. The lead agency works closely with the resource and referral network within the state to monitor availability and accessibility of affordable quality child care through out the state.**

**Parents are allowed to choose any provider setting operating legally within Utah as long as the provider meets required health and safety standards. Reimbursement payments are based on the lessor of the provider charge, parent participation cost, or maximum monthly local market rate established by survey. A maximum monthly local market rate is set for each provider type and age of child category. See attachments A, A-1**

If the payment rates do not reflect individual rates for the full range of providers -- center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents:

Approval/Effective Date: \_\_\_\_\_

**STATE PLAN FOR Utah**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

Additional facts:

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

**Section 3.3 - Eligibility Criteria for Child Care:**

By statute, all eligible children must be under the age of 13 and reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. (658E(c)(3)(B), 658P(4), §98.20(a))

- 3.3.1 Complete columns (a) & (b) of the matrix below. In addition, complete Column (c) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI.  
**IF APPLICABLE**

Family Size	(a) 85% of State Median Income (SMI) (\$/month)	(b) Very Low Income (\$/month)	(c) Income Level, lower than 85% SMI, if used to limit eligibility (\$/month)
1			
2	\$2647	0 - 938	\$1,744
3	\$3,269	0 - 1,180	\$2,154
4	\$3,892	0 - 1,421	\$2,564
5	\$4,515	0 - 1,663	\$2,974

Utah intends to subsidize child care for families with income at levels listed on the eligibility tables, see Attachment C. Attachment C is a table of eligibility levels. Income at level 1 is zero income to the federal poverty level for the household size. Income level 8 reflects the highest income level for eligibility at 56% of the state medium income.

Utah will subsidize child care for families with a physical or mental disability child who's income is at 85% of state median income, see Attachment C1. Special needs (excluding homeless child) child is defined in Appendix 2 (4).

All families except those described in section 3.5.3 receiving subsidies for this block grant will be required to contribute toward cost of care. See Attachment D, Sliding Co-payment Schedule.

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

3.3.2 Has the Lead Agency established additional eligibility criteria, for example different income limits in different parts of the State? (658E(c)(3)(B), §98.16(g)(3), §98.20(b))

☐ No

☒ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

**Utah coordinates eligibility criteria for child care services. There are two main categories of eligibility, eligibility for Family Employment Program participants funded by TANF, and all other parents who need child care. This reduces administrative costs because it requires minimum computer programming and the staff are familiar with eligibility rules when delivering services.**

**Child Care eligibility for Family Employment Program parents is determined by participation in an approved employment plan.**

**Eligibility for child care subsidies for all other parents will be determined using the following eligibility criteria:**

- 1. Assets: Families with countable assets in excess of \$8,000 may not receive child care subsidies. Assets exempt are home for family lives in, lot the home sits on, one vehicle for each household member participating in work activities, any irrevocable trust, ownership or beneficial interest in any land or account which is held in trust by the United States, this state, tribal account.**
- 2. Gross family income will be counted. TANF Block Grant funds are excluded from this program. A medical deduction of \$100 for each household, is allowed. Court ordered child support, \$100 earned income, first \$50 child support received are additional allowed deductions.**
- 3. Net income is compared to the figures on the eligibility scale. Families with income in excess of the eligibility scale are not eligible for subsidies.**
- 4. Parents must comply with Recovery Services to obtain court ordered child support or establish support from absent parents for their children.**

Approval/Effective Date: \_\_\_\_\_



**STATE PLAN FOR Utah**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

- 5. Parents must be employed 15 hours or more a week.**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

- 3.3.3 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658P(4), 658E(c)(3)(B), §98.20(a)(3)(ii)(A))  
( ☒ ) Not Applicable, CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.  
( ) No  
( ) Yes
- 3.3.4 Does the Lead Agency allow child care for children age 13 and above who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658P(4), 658E(c)(3)(B), §98.20(a)(1)(ii))  
( ) No  
☒ Yes, and the upper age is 18.
- 3.3.5 Does the Lead Agency allow child care for children age 13 and above who are under court supervision? (658P(4), 658E(c)(3)(B), §98.20(a)(1)(ii))  
( ) No  
☒ Yes, and the upper age is 18.
- 3.3.6 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))  
( ) Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)  
☒ No.
- 3.3.7 Does the State choose to provide respite child care to children in protective services? (§§98.16(f)(7), 98.20)  
( ) Yes.  
☒ No.

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 3.4 Priorities for Children:**

- 3.4.1 The following is a list of the priorities for serving CCDF-eligible children:  
(Terms must be defined in Appendix 2) (658E(c)(3)(B)):

**Utah will serve these families with children with special needs at 85% of the state median income. See attachment C1**

**During high demand for child care services, a waiting list process is implemented. Special needs children are placed at the top of the list and are served first. Utah will implement a program that pays providers mini grants for special equipment, training, or minor facility modifications or for identified costs to providers who care for special needs children and require additional provider services above and beyond regular child care needs. Utah continues to work on developing additional provider settings for these children.**

- 3.4.2 The following describes how the State will meet the specific child care needs of families who are receiving Temporary Assistance for Needy Families (TANF), families who are attempting through work activities to transition off of TANF, and families that are at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §98.50(e), §98.16(g)(4))

**In Utah, Temporary Assistance for Needy Families is known and administered under the Family Employment Program (FEP). Utah's child care services will support these families when they are employed or are participating in activities that lead to employment as negotiated in their approved employment plan.**

**Utah will continue to service all working families transitioning off the Family Employment Program and all other families at risk of becoming dependent on such assistance whose incomes are at or below 56% of the states medium income. Child care continues for as long as the families meet the eligibility criteria outlined in Sec. 3.3.2 above.**

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 3.5 - Sliding Fee Scale for Child Care Services:**

- 3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as Attachment D

-.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care?

(658E(c)(3)(B), §98.42(b))

☐ No.

☒ Yes, and the following describes those additional factors, including how they will be used to determine the family's contribution:

**The co-payment is a percentage of the highest amount of child care based on the state payment rate. This amount is the rate an infant in center care for a month. (\$ center infant rate @ 21.6 days) Families pay a slightly higher co-payment for additional children in care. The additional amounts equal to plus 10% of the co-payment for one child for two children and 20% for the co-payment of one child for more than two children in care.**

- 3.5.2 Is the same sliding fee scale provided in the attachment in response to question 3.5.1 above in use in all parts of the State? (658E(c)(3)(B) )

☒ Yes

☐ No, and other scale(s) are provided as Attachment \_\_\_\_.

- 3.5.3 The Lead Agency may waive contributions from families whose incomes are at/ below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$ 1,180.

The Lead Agency must elect ONE of these options:

☐ ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.

☐ ALL families, including those with incomes at or below the poverty level for families

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

of the same size, ARE required to pay a fee.

- ✕) SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. A description of these families is: **Some families who are at or below 100% of poverty, are not subject to income adjustment scale. These families receive FEP payments. They transition off FEP at 90% of poverty**

- 3.5.4 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

**Families with income at or below the federal poverty level are required to pay a low minimum co-payment that does not exceed 10% of their gross income. The highest fee a family is required to pay does not exceed 15% of family income. Income groups are defined on Attachment C, Eligibility Table, income groups are based on the number of people in the household. Utah feels this is affordable and allows parents access quality child care.**

**Section 3.6 - Certificate Payment System:**

A child care certificate means a certificate, check, or other disbursement that is issued by the Lead Agency directly to a parent who may use it only to pay for child care services from a variety of providers (including center-based, group home, family and in-home child care), or, if required, as a deposit for services. (658E(c)(2)(A)), 658P(2), §98.2, §98.16(k), §98.30(c))

Describe the overall child care certificate payment process, including, at a minimum:

- 3.6.1 A description of the form of the certificate:

**Attachment G is the certificate that authorizes child care services for parents. Attachment G, 980 form, Child Care Subsidy Agreement, outlines the child care units the parent needs to cover their approved activity.**

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

3.6.2 A description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to the choice of provider;

**Eligible families are given the form which verifies eligibility for child care services, and outlines limits on services. Parents choose the child care setting that best meets their needs. Parents may choose a provider who is licensed, residentially certified or legally exempt from licensing and/or certification requirements. Providers legally exempt by State law must complete a Health and Safety self certification.**

**Eligible parents are also given prospective payment for child care reimbursement based on need via two party check issued in the name of the parent and provider. The payment is mailed to the parent. Up to \$125 may be issued via electronic benefit transfer in emergency situations.**

3.6.3 If the Lead Agency is also providing child care services through grants and contracts, explain how it ensures that parents offered child care services are given the option of receiving a child care certificate.

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**PART 4 - Processes with Parents**

- 4.1 The following describes the process for a family to apply/receive child care services (658E(c)(D), 658D(b)(1)(A), 658E(c)(3)(B), §98.30, §98.16(k)). The description should include:

How parents are informed of the availability of child care services and of available child care options;

Where/how applications are made;

Who makes the eligibility determination, and

Length of eligibility.

**Information on the availability of child care subsidies is available to the public through a variety of sources. Parents may learn of the program through the resource and referral agency network which collects and updates detailed information on available child care resources, child care providers or any number of child care advocacy groups. A flyer entitled “The Four Assistance Programs” advertises the availability of child care subsidies. This flyer is currently available in English and Spanish. This flyer is distributed in the local Employment Centers operating under the Department of Workforce Services. Individuals receiving public assistance are told that child care subsidies are available as part of the eligibility interview.**

**Families may receive child care subsidy by making application in the local Employment Center of the Department of Workforce Services. A list of center locations is attached. See Attachment H. Eligibility criteria is described in Section 3.3.2 above. Eligible families may choose child care services from providers who are licensed or providers who are legally exempt from licensing regulations. Private, (non relative) home providers are required to obtain a residential certification. Other providers exempt from licensing must self certify they meet health and safety standards and are operating legally. Parents are advised during the eligibility interview that they may choose their**

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

own child provider. Parents are encouraged to choose child care arrangements that best meet the family needs.

Initial and ongoing eligibility determination is made by the Employment Center, Department of Workforce Services, staff. Monthly eligibility continues until such time as the parent is no longer eligible. A statement of eligibility and the amount of participation units authorized are listed on 980 which the parent presents to the child care provider of their choice. See Attachment G.

The provider declares the monthly rate charged for their child care services and monthly hours each child is in child care on the form 980.

The parent's weekly hours of participation in approved activities and monthly provider charge is entered into the PACMIS computer system. PACMIS computes the weekly hours into monthly participation by multiplying the hours by 4.3. PACMIS will compute a participation cost based on the number of hours of participation. It compares the participation cost against the Monthly Local Market Rate and monthly provider charge and generates a payment based on the lowest amount. Need for child care is re-established at reviews or sooner as determined by the worker.

The child care payment method is a two party check. The check is issued in the name of the parent and provider. The check is mailed to the parent. Emergency payments up to \$125 may be issued through PACMIS via EBT (electronic benefit transfer).

4.2 The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

Substantiated parental complaints are maintained by the Bureau of Facility Licensing-Child Care Unit for all Licensed providers. The parent can make a complaint in person, by phone, or in writing. Bureau of Facility Licensing-Child Care Unit investigates all complaints and established a provider record of substantiated complains. This is made available to parents at any time upon request. Licensed providers are mandated by law to post for public view, notice of action pertaining to child abuse or actions addressing the jeopardy of health and safety to children.

Substantiated parental complaints about License Exempt providers are maintained by the local Employment Center, Department of Workforce Services. The parent can make a complaint in person, by phone, or in writing. Abuse and neglect complaints are referred to Child Protective Services in the Department of Human Services or the local law enforcement agency for investigation. A record is established on all substantiated complaints and is available at any time upon request. Parents who make complaints



STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

against exempt providers for child abuse or lack of health and safety are told to choose another provider. The Department helps the parent file a child protective service complaint with the policy or Department of Child and Family Services. Upon request, the agency will furnish information and referral to help the parent find another setting.

- 4.3 The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

**Parents are afforded unlimited access to their children in care. Licensed exempt providers must sign an agreement that outlines health and safety criteria and accessibility to children by parents. Providers are required to certify that parents are allowed access to their children at all times. Licensed and residentially certified providers are monitored by the Bureau of Facility Licensing-Child Care Unit. License exempt providers are monitored by parents. Complaints are handled by Department of Workforce Services and local law enforcement agencies.**

- 4.4 The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

(NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is:

Department of Workforce Services - Employment Development Division

“appropriate child care”:

**Appropriate child care is determined by the parent. The parent chooses the care setting that best meets the child’s developmental needs. “Finding” appropriate child care will be counted as parent participation in the State’s TANF program.**

“reasonable distance”:

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

**Travel that requires a two hour round trip unless the commute time for the community is generally longer.**

“unsuitability of informal child care”:

**A care setting chosen by the parent that is operating illegally as defined by Utah law or setting where substantiated evidence of child abuse exists.**

“affordable child care arrangements”:

**An available provider in the community whose charge for services does not exceed the LMR established at the 70 percentile.**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**PART 5 - ACTIVITIES & SERVICES TO IMPROVE  
THE QUALITY AND AVAILABILITY OF CHILD CARE**

- 5.1 The law requires that not less than 4% of the CCDF be used for quality activities (658G, §98.13(a), §98.51, §98.16(h)). The Lead Agency estimates that the following amount (or percentage) will be used for the quality activities described in this Part:

\$ 7%

- 5.2 The following describes the activities to improve the quality of care for infants/toddlers and identifies the entity(ies) providing them:

**Activities to increase the supply of quality Infant and toddler care:**

**A) Training to improve the quality of infant and toddler care: A full-time staff person has been funded and hired who will work to improve the quality of infant and toddler care statewide by improving training offered to providers. Numerous studies indicate that quality of care is linked directly to the level of training and education of the care giver. A formal system of training and trainer approval will be implemented to review and improve the quality of training delivered to care givers. This system will be implemented for training offered statewide through the CCR&R agencies. (B) Fund resource and referral agencies to encourage recruitment of infant and toddler care providers. This includes start up grants, additional equipment, and incentives for recruitment. (C) Encourage a collaborative relationship with Department of Health, Maternal and Child Health consultant to provide technical training and disseminate information to infant and toddler providers on a regular basis.**

- 5.3 The following describes child care resource and referral activities and identifies the entity(ies) providing them:

**See 5.2, 5.4 and 5.6**

- 5.4 The following describes school-aged child care activities and identifies the entity(ies) providing them.

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

Activities for increasing the quality and availability of school age child care: Utah identified areas of concern as training/technical assistance, developing quality staff, funding, collaboration, public awareness, affordability, school age data base, program quality, evaluation, and accessibility.

The state will address these issues by:

- C** Offering grants to develop, enhance, and support out of school time programs.
- C** Funding regional school age coordinators to provide localized services including; program monitoring, technical assistance to programs, public awareness, and develop local community collaborative efforts.
- C** Fund school age specific training and offer an annual school age training conference for school age providers.
- C** Provide funding to maintain a school age program data base
- C** Collaborate with the Utah School Age Care Alliance, resource and referral agencies, regional school age specialists and other agencies to develop public awareness and education projects, increase communication with the school age provider community, and conduct community review and evaluations of out of school time programs

The Office of Child Care will oversee and monitor school age programs and activities.

5.5 Check either "Yes" or "No" for each activity listed to indicate which activities the Lead Agency will undertake to improve the availability and quality of child care. (658G, 658E(c)(3)(B))

Yes No

- ☒ \_\_\_ comprehensive consumer education;
- ☒ \_\_\_ grants or loans to providers to assist in meeting State and local standards;
- ☒ \_\_\_ monitoring of compliance with licensing and regulatory requirements;
- ☒ \_\_\_ training and technical assistance;
- ☒ \_\_\_ compensation for child care providers;
- ☒ \_\_\_ other quality activities that increase parental choice, and improve the quality and availability of child care.

5.6 Describe each activity that is checked "Yes" above and identify the entity(ies) providing them.

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

The Department of Workforce Services' Policy and Employment Development Division and Office of Child Care will undertake to improve the availability and quality of child care by supporting the following activities:

1. **Comprehensive consumer education:** Parents applying for child care subsidies receive information during the initial interview by viewing a slide show or a video on "How to Choose Quality Child Care". Pamphlets and booklets outlining "Quality Child Care" are available in each Employment Center waiting area. In each site at conversion to direct payment to parents, families must attend a workshop that includes a session on "How to Choose Quality Child Care". The workshops are facilitated through the agency's collaborative efforts with the local resource and referral agencies. Funds are used to generate printed material and presentations on many activities and services to improve the quality of child care to the community through the Office of Child Care, Department of Workforce Services. Consumer education also refers to employers who express an interest or desire support in the development of work/life initiatives for their employees.

2. **Continue Child Care Resources and Referral network support:** Utah's child care resource and referral (CCR&R) system provides community-based child care information and referral services. This referral service links parents to providers, employers and communities to child care planning services, and providers to training and technical assistance. The CCR&R system provides connections to a complex network of family providers, regulators, employers, educators, professional associations, and community service organizations. Parents can call a locally based child care resource and referral agency and receive information to assist them in their search for quality child care. While all CCR&R agencies follow an outline of "core services," each CCR&R agency is structured to meet the needs of the community in which they reside.

The six regional Child Care Resource and Referral Agencies assemble and maintain a comprehensive database on community child care programs which provides: 1) Individualized consumer education for parents; 2) Coordinated development of child care resources; 3) Ongoing technical assistance and training to providers; and 3) Community collaboration and outreach.

The resource and referral entities serving the state are:

1. Child Care Resource and Referral, Bridgerland serving Box Elder, Cache,

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

and Rich counties.

2. Child Care Resource and Referral, Northern Region serving Davis, Morgan and Weber counties.

3. Child Care Resource and Referral, Metro serving Salt Lake and Tooele counties.

4. Child Care Resource and Referral, Mountainland serving Summit, Utah, and Wasatch counties.

5. Child Care Resource and Referral, Eastern Region serving Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah counties.

6. Child Care Resource and Referral, Western Region serving Beaver, Garfield, Iron, Juab, Kane, Millard, Paiute, Sanpete, Sevier, Washington, and Wayne counties.

3. Training and technical assistance: Establish on-going assessment to determine training needs. Prioritize use of training funds according to assessment results, Through a variety of training methods, offer core knowledge and specialized curriculum. Increase training efficiency through collaboration with other training systems, Continue to implement a career development system, and implement a process to evaluate CCDF training projects.

4. Training and technical assistance: Implementation of a statewide career ladder system for child care providers. This system has been in planning for several years, and was developed by representatives from Utah's early childhood community, including family and center child care providers, trainers, licensors, and higher education representatives. It will be implemented this year. The career ladder will include four levels of training, the first two comprised of community-based training and the second two comprised of college level education. In addition, funds will also be used to sponsor specialized training in child care centers to assist care givers in working with at-risk children who have social/emotional and/or behavioral challenges.

5. Compensation for child care providers: A cash bonus will be given to child care providers for completion of each level in the career ladder. This will serve as an incentive to providers to increase their level of training, which has been shown to increase the quality of care they provide to children. Funds will also be used to offer providers scholarships to cover the cost of their CDA application fee. A CDA credential meets level two in the career ladder system.

6. Promote quality in out of school time programs by:

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

Encouraging the use of National Evaluation tools for school age programs that review the five identified areas of quality: Human relationships, indoor and outdoor environment, activities, safety, health and nutrition.

Encouraging the use of local community “teams” to participate in the annual evaluation of out of school time programs. Teams would consist of individuals from a wide range of interests including parents, educators, local government representation, local business representation, PTA/PTO, local service agencies (police, juvenile justice, mental health, child care licensing), local Health Dept., Higher Education, University Extension Service, and others.

Increase availability of programs through the use of enhancement grants and contracts.

Ensure a fair distribution of funding to both urban and rural areas, private and public school age care providers.

Contracting with the resource and referral agencies to compile and maintain a School Age Program Registry.

Collaborating with the Utah School Age Care Alliance, Resource and Referral agencies, child care provider associations, and other agencies to improve communication within the School Age Provider community, develop public awareness projects, and develop projects that will help school age programs retain quality/trained staff.

7. The Office of Child Care, Work/Life Specialist will continue to educate employers and others regarding the importance of business involvement in creating and supporting a healthy work/life balance for families. The Office of Child Care will continue in the third year of its work/life project called, Utah Families Are Everybody’s Business. Utah Families Are Everybody’s Business materials will be updated to include data specific to Utah and current research. Support documents and technical assistance materials will also be updated to include data specific to Utah.

The Office of Child Care in collaboration with the Salt Lake Employer Committee will host the first work/life conference for employers. This conference will offer hands on information and education on topics such as: on or near site child care, telecommuting, flexible scheduling and elder care issues. The information will be

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

presented in a way that attendees will develop a business plan specific to the needs of their company,

The Department of Workforce Services and the Office of Child Care will present the Second Annual Work/Life Award to Utah's Most Family Friendly Companies. This media campaign will feature local employers and highlight their efforts to promote a healthy work/life balance for their employees. This information has proven to be a useful public education tool and for the second year, the Office of Child Care will publish this information for public distribution.

The Office of Child Care Work/Life Specialist will serve as staff to a Business Commission of Child Care created through 1999 legislation (SJR001). This commission will study child care and examine how business and government can work together to create a more stable system for business, families and children.

8. The Office of Child Care will promote recognize child care providers for years for service, training, mentoring, and extra mile efforts at its annual Child Care Provider Awards Reception planned in collaboration with all provider organizations and agencies in the State.

9. The Office of Child Care will continue to seek partnerships with local business to develop and promote a media campaign designed to promote quality child care, professional development of child care providers, school age programs and work/life balance.

10. The Office of Child Care will develop and report measures of effectiveness of each of the activities and services to improve the quality and availability of Child Care listed in this section on a two year cycle.

5.7 Is any entity identified in sections 5.2 – 5.4 or 5.6 a non-governmental entity?

( ) No.

( x ) Yes, the following entities named in this Part are non-governmental:

Four of the six CCR&Rs are based at either a state college or university, one is based at an association of government and one is within a private, non-profit agency.

Approval/Effective Date: \_\_\_\_\_



STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

**PART 6 - Health and Safety Requirements for Providers**

(ONLY THE 50 STATES AND THE DISTRICT OF COLUMBIA COMPLETE PART 6. ONLY TERRITORIES COMPLETE PART 7.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHH's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>

**Section 6.1 - Health and Safety Requirements for Center-Based Providers** (658E(c)(2)(F), §98.41(a), §98.16(j))

- 6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:
- YES, check here and go to Section 6.2 \_\_\_\_.
  - X NO, go to question 6.1.2 See Attachments, E3.**

- 6.1.2 For that center-based care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

**All Utah licensed Center-based providers are subject to the NRCHSCC compilation referenced above.**

**All center-based providers who are NOT licensed (exempt by Utah law) are required to meet minimum health and safety standards that include prevention and control of infectious disease. The certification includes hand washing instructions, center cleanliness, and dealing with obviously ill children. Records of child's immunizations must be kept on file with the care giver.**

Building and physical premises safety

**same as above for licensed facilities**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

Not licensed (exempt by Utah law) providers must maintain a working telephone with emergency phone numbers posted near the telephone. Hazardous material must be stored in an area inaccessible to children. Must meet all local and state fire and safety requirements as defined by law. An approved fire extinguisher and smoke detectors on each floor occupied by children are required.

Health and safety training

same as above for licensed facilities

Not licensed (exempt by Utah law) providers - Health and safety training is available through the Bureau of Facility Licensing-Child Care Unit for exempt from license providers. Training for immunization and health and safety practices for these providers is given through contract with Office of Child Care and the Bureau of Licensing. Training include CPR, First Aid, basic nutrition, and cleanliness

Self Certification of Health and Safety Standards must be renewed annually and covers Preventing Communicable Disease, Childhood Immunization Schedule, Building and Physical Premises Safety and training.

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 6.2 - Health and Safety Requirements for Group Home Providers** (658E(c)(2)(F), §98.41(a), §98.16(j))

6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:

- YES, check here and go to Section 6.3 \_\_\_\_.

**X** NO, go to question 6.2.2

6.2.2 For that group home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

**Same as 6.1.2**

Building and physical premises safety

**Same as 6.1.2**

Health and safety training

**Same as 6.1.2**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 6.3 - Health and Safety Requirements for Family Providers** (658E(c)(2)(F), §98.41(a), §98.16(j))

- 6.3.1 Are all family home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:
- YES, check here and go to Section 6.4 \_\_\_\_.
  - X** NO, go to question 6.3.2

- 6.3.2 For that family home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

**Same as 6.1.2**

Building and physical premises safety

**Same as 6.1.2**

Health and safety training

**Same as 6.1.2**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 6.4 - Health and Safety Requirements for In-Home Providers** (658E(c)(2)(F), §98.41(a), §98.16(j))

- 6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:
- YES, check here and go to Section 6.5 \_\_\_\_.
  - X** NO, go to question 6.4.2

- 6.4.2 For that in-home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

**Same as 6.1.2**

Building and physical premises safety

**Same as 6.1.2**

Health and safety training

**Same as 6.1.2**

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 6.5 - Exemptions to Health and Safety Requirements**

At State option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(5)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency policy regarding these relative providers:

- ( **X** ) All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- ( ) All relative providers are exempt from all health and safety requirements.
- ( ) Some or all relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those different requirements and identifies which relatives they apply to:

**Section 6.6 - Enforcement of State Licensing Requirements**

The following is a description of how State licensing requirements are effectively enforced:  
(658E(c)(2)(E), §98.40(a)(2))

**Child care providers wanting to be licensed or residentially certified must meet state licensing standards. Licenses and certificates must be renewed annually. Compliance with licensing standards are reviewed at that time. Monitoring of compliance may be carried out more frequently. Child care providers exempt from licensing and/or certification, sign form PR01 outlining licensing requirements, Health and safety criteria. Certifications are to be reviewed annually. Bureau of Licensing monitors these care givers when complaints are received.**

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 6.7 – Assurance Regarding Immunizations**

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- ☐ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☐ Children who receive care in their own homes.
- ☒ Children whose parents object to immunization on religious grounds.
- ☒ Children whose medical condition contraindicates immunization.

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**PART 7 - HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES**

**Section 7.1 - Health and Safety Requirements for Center-Based Providers in the Territories**

(658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

Building and physical premises safety

Health and safety training

Approval/Effective Date: \_\_\_\_\_



STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 7.2 - Health and Safety Requirements for Group Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

Building and physical premises safety

Health and safety training

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 7.3 - Health and Safety Requirements for Family Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

Building and physical premises safety

Health and safety training

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 7.4 - Health and Safety Requirements for In-Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

Building and physical premises safety

Health and safety training

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 7.5 - Exemptions to Territorial Health and Safety Requirements**

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(5)(B), 98.41(g)). Indicate the Lead Agency policy regarding these relative providers:

- ( ) All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- ( ) All relative providers are exempt from all health and safety requirements.
- ( ) Some or all relative providers are subject to different health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and which relatives they apply to):

**Section 7.6 - Enforcement of Licensing Requirements**

The following is a description of how the licensing requirements applicable to child care services provided in the territory are effectively enforced: (658E(c)(2)(E), §98.41(a)(2))

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR Utah

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**Section 7.7 – Assurance Regarding Immunizations**

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

☒ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).

☐ Children who receive care in their own homes.

☐ Children whose parents object to immunization on religious grounds.

☐ Children whose medical condition contraindicates immunization.

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR \_\_\_\_\_

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**APPENDIX 1 -- PROGRAM ASSURANCES AND CERTIFICATIONS**

The Lead Agency, named in Part 1 of this Plan, assures that:

- 1) upon approval, it will have in effect a program which complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice from among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d)).

Approval/Effective Date: \_\_\_\_\_

**STATE PLAN FOR \_\_\_\_\_**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(F))
- (6) procedures are in effect to ensure that child care providers that provide services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

Approval/Effective Date: \_\_\_\_\_

STATE PLAN FOR \_\_\_\_\_

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/99 – 9/30/01)

---

**APPENDIX 2 - ELIGIBILITY AND PRIORITY TERMINOLOGY:**

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following terms. (658P, 658E(c)(3)(B))

(1) attending (a job training or educational program) -

**Utah's child care program supports job training and education for single parents who work 15 hours or more a week. Utah also supports job training and education for two parent families when one parent is employed 15 hours or more a week while the other parent works 35 hours or more a week and the other parent is not able to care for the children. Child Care is approved to cover not more than 24 months to meet the training/education goal. For FEP parents, training/education participation is defined by the employment plan goals**

(2) in loco parentis -

1. Specified relatives may be eligible for child care subsidies when the child lives with the specified relative and the parent is not in the same home. Specified relative is defined as:

Grandparents

Brother or Sister, including step, half, and adopted

Aunt or Uncle

First Cousin, nephew or niece

People of prior generations as designated by the prefix grand, great or great-great

2. An unrelated adult who has legal custody of the child is the same as a parent.

(3) job training and educational program -

**Utah supports students in adult, basic education, any vocational, skills or job readiness training or courses that increase employability when the student is employed 15 hours or more a week. Work hours must exceed the training/education hours. For FEP participants, training/education activities is defined by the employment plan goals**

(4) physical or mental incapacity (if the Lead Agency provides such services to children age 13 and older.



**STATE PLAN FOR \_\_\_\_\_**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

**Children have a physical or mental incapacity when the disability is categorized in that way by the Department of Human Services Division of Services to People with Disabilities, Department of Health Early Intervention, Department of Education Special Needs Program for 3 thru 5 year olds. This definition includes children with cognitive disabilities.**

**(5) protective services -**

**Services necessary to prevent child abuse or neglect as determined by Department of Human Service, Division of Children and Families Services**

**(6) residing with -**

**Children must live in the same household as the parent during the time period child care services are requested.**

**(7) special needs child -**

**Special needs children are homeless children and children with identifiable mental and physical disabilities as determined and categorized by the following three agencies: The Department of Human Services, Division of Services to People with Disabilities, The Department of Health's Early Intervention for Infant and Toddlers, Department of Educations Special Needs program.**

**(8) working -**

**Participating in full or part-time employment and making a wage equal to the federal minimum wage or prevailing local wage, whichever is less.**

**(9) Additional terminology related to conditions of eligibility or priority established by the Lead Agency:**

**STATE PLAN FOR \_\_\_\_\_**

**CHILD CARE & DEVELOPMENT FUND SERVICES**

**(FOR THE PERIOD 10/1/99 – 9/30/01)**

---

Approval/Effective Date: \_\_\_\_\_